

Report for Week Ending January 18, 1956
PROJECT STAFF

Projects 4-83, 4-96, 5-59, 5-60, 5-68

No change from previous report.

Project 4-84 - Vital Materials Microfilm Project

Microfilming of the OCR/BR dossiers has been completed with the exception of the material that was charged out during the initial filming and accretions to filmed dossiers.

Filming of personnel records has been started in accordance with the schedule.

The filming of Security Office records continues to be held up because of difficulty with a special camera assigned to this project for the first time.

General Information

1. A two session presentation on Agency filing system was given as a part of an administrative support course presently being conducted by the Training Office. There were 40 students, all from DD/P area.

2. At a meeting with OBI representatives an agreement was reached that storage of bulky film negatives (required as vital materials) in the Records Center was not objectionable. This action was necessary to make room for the collection of printed maps now being ^{25X1A9a} printed by the Geographic Division of ORR. It was also tentatively agreed that the preparation of film positives for NIS maps could be discontinued so long as the negatives were classified as vital materials and could be made available for reprints as needed. This change would result in considerable savings to the Agency but ~~confirmation of the~~ action is still pending further discussion between representatives of OBI and ORR.

3. The review of safe cabinet back orders for the week shows that 31 requisitions have been returned from the DD/P area. These requisitions covered 49 2 and 4-drawer safes of which 8 2-drawer and 6 4-drawer cabinets were cancelled. These cancellations represent a savings of approximately \$4356.00 at present procurement costs.

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4. Two trips were made to the repository. The first trip included Mrs. [REDACTED] all of the ORR Geographic Division, who went for the purpose of working on the map collection being developed in the depository. On the second trip, Mr. [REDACTED] and Mr. [REDACTED] of the DD/P area went for the purpose of familiarizing division personnel with repository material and procedure.

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